



THE
Paula Nye
MEMORIAL
Education Grants

FOR BICYCLIST AND
PEDESTRIAN SAFETY



Kentucky Bicycle and
Bikeway Commission

THE KENTUCKY BICYCLE AND BIKEWAY COMMISSION'S

Paula Nye Memorial Bicyclist and Pedestrian Education Grant

Application Guidance and Form

PURPOSE:

The objectives and purposes for which the Kentucky Bicycle and Bikeway Commission Grant Program is organized and for which it will utilize its resources, are as follows:

- A. To inform and educate the citizens of Kentucky and promote the general public awareness within the Commonwealth of Kentucky to matters pertaining to bicycle and pedestrian safety through the development of curriculum, training aids, and/or educational programs or projects directly related to bicycle and pedestrian safety.
- B. To inform and educate the citizens of Kentucky and promote the general public awareness within the Commonwealth of Kentucky to the health, recreational, economic, social, cultural, and other benefits arising from bicycling and walking.
- C. To promote other bicycling and pedestrian related non-profit, educational, and purposes as deemed appropriate by the Commission.

EXAMPLES OF FUNDABLE PROJECTS AND ACTIVITIES:

Education materials including but not necessarily limited to:

- Safety informational brochures
- Videotapes and DVD's
- Limited staff salaries (see II, VI, & VII below)
- Instructional space rental
- Public awareness campaigns
- Traffic education and enforcement in a specific target area

Costs incurred to provide safety training, commuting classes and facilitator fees for adult and/or child bicycle, pedestrian and motor vehicle safety training classes. (see VI, VII and VIII below)

SOURCE OF FUNDS:

The Paula Nye Memorial Bicyclist and Pedestrian Education Grant is funded solely by citizen contributions made by purchasing Kentucky's "Share the Road" specialty license plate. The amount of funds available each funding cycle for grants is variable and based on the number of "Share the Road" license plates sold and renewals paid each fiscal year. Applicants should be aware that full funding of their project through the Paula Nye Memorial Bicyclist and Pedestrian Education Grant may not be possible and should be ready with additional funding sources to ensure their project has sufficient funding to be completed. Applicants can contact the office of the Kentucky Bicycle-Pedestrian Coordinator¹ to determine the amount of funding available for each grant funding cycle before applying for a Paula Nye Memorial Bicyclist and Pedestrian Grant.

¹Kentucky Bicycle-Pedestrian Coordinator
KYTC - Division of Planning
200 Mero Street, Frankfort, KY 40622 | Phone 502-564-7183
E-mail: kytc.planningwebpage@ky.gov

GUIDELINES:

- I. Kentucky Bicycle and Bikeway Commission Grant Program makes grants available that will improve the safety of non motorized transportation using the purposes listed above as a guideline, for funding to Kentucky based 501-C3 non-profit organizations, Kentucky state and local government agencies, individuals who form a public/private partnership with Kentucky 501-C3 non-profit organizations, Kentucky state and local government agencies. The Commission will consider applications from out of state 501-C3 organizations whose programs provide curriculum; training aids educational programs or projects within Kentucky for the use and benefit of Kentucky residents or governmental agencies.
- II. Individuals may receive funding for programs or projects which fit the purposes of Kentucky Bicycle and Bikeway Commission Grant Program vision statement by entering into a written partnership contract agreement with state, county, local governments, and/or schools. The partnership state, county, local government, and/or school agency must guarantee the individual and the KBBC, by signed agreement, that the funds granted will be used only by the individual for the purpose of implementing and operating the program or project described in the grant application and in accordance with all other applicable terms of the Paula Nye Memorial Bicyclist and Pedestrian Education Grant. Staff salaries are limited to the development and implementation of a Nye Grant activity.
- III. Elementary and Middle Schools: The Safe Routes to School (“SRTS”) Program, administered by the Kentucky Transportation Cabinet, Office of Local Government² is a national program with significant funding available to elementary and middle schools for bicycle and pedestrian educational programs as well as infrastructure projects. Although not an absolute condition to receiving a Paula Nye Grant, the KBBC highly encourages schools to pursue SRTS funding so that the KBBC may make a wider distribution of limited available Paula Nye grant funds and will consider those facts and circumstances in making any awards to Elementary and Middle schools.
- IV. High Schools are not eligible for Safe Routes to School Funding and are exempt from the considerations of article III of this section.
- V. For the purpose of this grant program, Kentucky’s Area Developments Districts and MPO’s will be considered government agencies subject to the same governmental funding requirements listed below.
- VI. Not more than 5% of Grant funding can be used for administrative, clerical, or other support staff wages for 501-C3 organizations.
- VII. No portion of the Grant funds can be used for administrative, clerical, or other support staff wages of Kentucky state or local government agencies.
- VIII. Funds may be used by 501-C3 organizations or Kentucky state or local government agencies for wages of bicycling instructors certified by the League of American Bicyclists

² Kentucky Safe Routes to School Coordinator
KYTC-Office of Local Government
200 Mero Street, 6th Floor
Frankfort, KY 40622 | Phone 502-564-2060
saferoutes.ky.gov

or other certified educational professionals sub-contracted by the organization or agency to teach or provide technical assistance in the development of curriculum, training aids, research, and/or educational programs or projects.

- IX. A definitive period of participation (project duration) and an estimated number of people expected to be directly reached by the program or project shall be clearly outlined in the application.
- X. The recipient of a Nye Grant is required to provide the KBBC with a written progress report every 6 months. The progress report shall include at a minimum:
 - Current status of the project
 - Funds expended to that point
 - Detailed timeline for completion of the project
 - Justification for the delay if the project is behind schedule.
- XI. No information produced for Nye Grant programs, in any form for use in any media, funded by this grant, will carry the name of the Kentucky Transportation Cabinet, the Transportation Secretary, any member of the Transportation Cabinet staff or the members of the Kentucky Bicycle and Bikeway Commission, unless prior approval in writing has been granted by the Secretary of Transportation. Any information produced in any form, for use in any media, will state that the project has been funded in full or in part by donations made to Kentucky's "Share the Road" specialty plate program administered by the Kentucky Bicycle and Bikeway Commission.
- XII. Due to the limited amount of funding available for the Nye Grant, the full funding of the applicant's request may not be available. The total cost estimate provided in the application will be used to determine the amount of funds awarded. If the costs of the applicant's program exceed the amount available from the grant, the applicant will be responsible for covering the additional costs of the program and must demonstrate the ability to do so. Written confirmation of donations or other funding for the remaining balance of the project, provided by the proper official and/or contributor, is required to be included in the full grant application. In-kind contributions (e.g., donated labor, materials and equipment) may be credited toward the project balance. A detailed, written description of in-kind contributions and confirmation from contributors of in-kind contributions must be provided with the Nye Grant application.
- XIII. Accounting of the Nye Grant funds used in the project and the measured results of the project will be available upon request of the KBBC for a period of 5 years after the completion of the project.
- XIV. Nye Grant applications must be submitted for review postmarked on or before the closing date of October 1. They will be acted upon at the next regularly scheduled meeting of the Kentucky Bicycle and Bikeway Commission. If you have any questions about this process, please contact the address below or E-mail KYTC.Planningwebpage@ky.gov

Mail 3 Copies of Completed Grant Applications to:

Paula Nye Memorial Bicycle-Pedestrian Educational Grant

Kentucky Bicycle-Pedestrian Coordinator

200 Mero St, Division of Planning

Frankfort, Kentucky 40622

Revised July 2011

Paula Nye Memorial Bicyclist and Pedestrian Education Grant

Application Checklist

Administered by the Kentucky Bicycle and Bikeway Commission

The Paula Nye Memorial Grant Application should include the following:

_____ Grant Application Form.

_____ Organization Financial Statements (previous two years, if available).

_____ Proof of Organization status (Kentucky tax-exempt certificate, non-profit corporation certificate, organization articles of incorporation, organization by-laws, etc.).

_____ A detailed, current budget of project or program for which materials or services are to be requested. This includes itemized documentation as to how the requested funds will be used. Include information on other funding sources, including other foundations applied to for funding. Include information as to how the organization or agency will measure the results of its program or project.

_____ Written confirmation of donations or other funding for the remaining balance of the project, provided by the proper official and/or contributor.

_____ A detailed, written description and confirmation from contributors of in-kind contributions.

_____ Additional information about your organization include history, promotional literature.

_____ A copy of the Public/Private Partnership agreement signed by both the individual and a representative of the public agency, if applicable.

**Paula Nye Memorial Bicyclist and Pedestrian Education Grant
Application Form
Administered by the Kentucky Bicycle and Bikeway Commission**

Name of Organization: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Phone: (____) _____ E-mail: _____

Contact Person: _____ Title: _____

Brief Description of Your Organization and Its Goals and Objectives:

Project for which funding is requested: _____

Amount Requested: _____ If approved, funds are needed by what date? _____

If approved, the check should be disbursed to: _____

Address: _____

City _____ State _____ ZIP Code _____

Federal ID # _____ Or Social Security # _____

Attach a brief description of project: Include:

(a) How this program or project fit the purposes of Paula Nye Memorial Bicyclist and Pedestrian Education Grant purpose statement?

(b) Is this a new project or program or a continuation of an existing one?

(c) Who will be responsible for the project or program?

(d) Is this a onetime project or for an ongoing program?

(e) Describe the system(s) to be put in place to measure the results of the program.

(f) Include a copy of the Public/Private Partnership agreement signed by both the individual and a representative of the public agency, if applicable